

Fire Department –Copywriting and Strategy Schedule

Week	Phase	Meeting/Milestone
Dec 4 – 8	Discovery & department strategy	Thursday 12/7 discovery interview with department staff and SME: Amanda Moore
Dec 11 – 22	Copywriting and Link redirect phase	SME and GR Digital re-write and migrate department content
Dec 26 – Jan 5	Department Review	Department reviews content and provides feedback to the GR Digital Team
Jan 8 – 12	Editing & Iteration, Publishing & redirects	Launch site